

Office of Parish Finance Parish Bulletin

TOPIC

Working with the Society of Saint Vincent de Paul (SVdP) and Local SVdP Conferences

INTRODUCTION

Within the Archdiocese of Denver, there are currently more than 25 Society of Saint Vincent de Paul Conferences, many of which are currently working with Parishes to further the Faith.

This Bulletin is being issued to clarify the Society's structure in northern Colorado, and to provide detail on best, permitted, and/or required financial and related practices for those Parishes working with a local SVdP Conference.

What is the Society of Saint Vincent de Paul?

Founded in 1833, the Society of St. Vincent de Paul is a worldwide organization of lay Catholics, following Christ's call to serve the poor, the suffering, and the deprived.

At the local level in the Denver Metro Area, the Society is often referred to as the "Denver Metro Council". The Denver Metro Council further states that it exists as a network of friends, inspired by Gospel values, growing in holiness, and building a more just world through personal relationships with, and service to, people in need.

The Society's Incorporation and Organization in Northern Colorado

The Society's presence in northern Colorado was formally incorporated in 1939 with the following name: "St Vincent de Paul Society" (SVdP).

Colorado's SVdP is then organized into unincorporated Conferences, each Conference being assigned to work in a geographical area.

Background and Guidelines for Parish / Conference Interaction

Per the United States Conference of Catholic Bishops (USCCB), per the Archdiocese of Denver (AoD), and per the SVdP itself, please note the following:

- SVdP Incorporation and Tax Status. The SVdP is registered with the Colorado Secretary of State as a Colorado nonprofit corporation. Additionally, the SVdP is an entity exempt from income tax under Section 501(c)(3) of the US Internal Revenue Code.
 - Local SVdP Conferences. Locally, the SVdP is partitioned into “Conferences”. These Conferences may in turn associate with a Parish upon a Parish Pastor’s invitation.
 - The Conferences are not separately incorporated from the SVdP.
 - The Conferences enjoy tax exempt status per the SVdP’s Colorado entity.
- SVdP/Conference EIN. All Conferences within the Denver Metro Council use the SVdP’s Employer Identification Number (EIN), an EIN that was established with the IRS by the SVdP many years ago.¹
- Conference Naming. For activity identification needs, many Parishes have a Conference that has included the Parish name in its informal SVdP conference name (for example, ‘All Souls Society of Saint Vincent de Paul’). These informal names are NOT to be filed as trade names by either the Parish or the SVdP.
- No Auxiliary Status. Each SVdP Conference is to be treated as separate from the Parish with which it is working; a Conference is NOT an auxiliary program of a Parish.
- Conference Governance and Finances. Though not separately incorporated, each Conference has its own governance, bank accounts, and financial reporting protocols.
 - Clergy MAY NOT vote on Conference matters, hold office within the SVdP, or be a signor on Conference bank accounts.
- Insurance. Each Conference carries liability insurance through the SVdP.

¹ The St. Vincent de Paul Society is a Colorado nonprofit corporation and an entity exempt from income tax under Section 501(c)(3) of the US tax code, with EIN: 84-6032037. This EIN is to be used only by the SVdP and its Conferences in northern Colorado.

- Conference Mail Delivered to Parishes. In the event that a Parish Pastor has approved Conference mail being delivered to his Parish's mailing address, a Parish is NOT to open Conference mail, but rather must deliver that mail to the Conference representative.
- No Commingling of Funds. There is to be NO comingling of Parish and Conference funds.
- Parish Collections to Benefit the SVdP / Conference. A Parish may hold a collection on behalf of its Conference and must remit the collected funds to the Conference within a reasonable time frame. The collection and counting of these special collections are to be in accord with 10.6.1 of the Pastoral Handbook. Specifically, parishes should utilize its count team to count and deposit the collected funds into a Parish bank account, record the funds in a separate Funds Held in Trust liability account in the parish's accounting system, and remit a parish check to the Conference. Any questions regarding the handling of these funds should be directed to the Office of Internal Audit.
- Conference Reporting to its Parish. At least annually, each Conference lead by the president, should inform the Parish Pastor and the Parish, in writing, of Conference income, expenses, and works so as to assure the Parish that all funds received from the Parish are being handled responsibly.
 - Reporting should occur at least once per year but may occur more often as the Conference and /or Parish Pastor agree and prefer.
- Archdiocese of Denver Code of Conduct. The Conferences operate under their own rules from their national organization and are not subject to the Archdiocese of Denver's Pastoral Handbook, EXCEPT that Conference personnel may be expected to be bound by the Archdiocese of Denver's Code of Conduct, as determined by the Pastor and dependent on Conference activities with the Parish.
- Use of Parish Grounds. Conferences are subject to Parish rules regarding use of Parish facilities and/or grounds. It may be appropriate to have the SVdP enter into an Archdiocese of Denver Risk Management Trust *Facility Use Agreement* with each Parish working with an SVdP Conference. As of this writing, this topic is under review.

Thank you. If Parish personnel have any questions or require further clarification, please reach out to the Archdiocese of Denver's Office of Parish Finance at parish.finance@archden.org.

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